



Central Services Director

April 2, 2012

Position Opening

The Tennessee Department of Transportation is accepting applications for the Director of Central Services. Application for the Director position requires completion and submission of the following two items:

1. Letter explaining applicant interest in the position
2. Résumé that is a maximum of two pages

The two items should be emailed to Delaine Linville, Director of Human Resources, by 5:00 p.m. Central Daylight Time on Monday, April 16, 2012.

Please forward all questions about the position opening to Delaine.Linville@tn.gov or call 615-532-6795.

Summary

Under general supervision, manages and directs the Central Services function of the Tennessee Department of Transportation, which includes the division of Motor Vehicle Management, Overweight and Over-Dimensional Permits, Building Administration and Services, Inventory and Procurement. This is an Executive Service position.

1. Reports to: Deputy Commissioner of Administration/Chief Financial Officer
2. Supervises: Staff of approximately 40

Essential Job Duties

1. Provides Overall Leadership and Direction for Division

- Directs a wide range of administrative functions in support of line operations, including vehicle and raw materials and equipment purchasing and management, information and communication systems, printing, property and record management, over-dimensional permitting, and mail services.
- Directs the development, interpretation, and enforcement of administrative services policy and procedure and assists in the development of overall administrative policy.
- Develops and administers the administrative services budget.



- Maintains relationships with local, state, and federal partners in the advancement of the business of the division.
- Establishes expectations and accountability for division employees.

2. Manages Staff

- Hires or delegates and approves hiring of staff; interviews job candidates; disciplines/terminates or approves discipline/termination of individuals following TDOT and State of Tennessee guidelines and policies.
- Ensures the professional development of staff; trains or oversees training of staff; provides developmental opportunities and monitors progress for direct reports.
- Administers or oversees administration of TDOT and State personnel policies and procedures.
- Assigns and oversees work; develops job performance plans with subordinates; monitors work progress and quality; coaches staff concerning job performance; provides feedback; completes annual performance reviews; oversees supervision by subordinates.
- Communicates policies and direction to staff through staff meetings, written communication, and individual meetings.

3. Maintains Industry Knowledge

- Interacts with other Department of Transportation professionals through direct contact with counterparts in other states and participation in professional associations.

Leadership Competencies Required

In addition to the technical expertise required of this position, leadership competencies important for successful job performance include:

1. Strategic Thinking/Process Improvement
2. Problem Solving/Decision Making Skills
3. People Management and Development
4. Accountability
5. Communication Skills
6. Customer Service
7. Interpersonal Skills



Physical Requirements and Work Environment

The incumbent works in an office environment most of the time. Moderate local and overnight travel by auto or airplane is necessary.

Minimum Qualifications

Preferred Education and Experience: The minimum required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through graduation from an accredited college or university with a bachelor's degree in business or other management related discipline. At least four years of supervisory experience is required.

The Tennessee Department of Transportation is an Equal Employment Opportunity Employer.